

READING REGIONAL AIRPORT AUTHORITY

SEPTEMBER 8, 2009 MEETING MINUTES

MEMBERS PRESENT

Michael A. Setley, Esq., Chairman
Dr. S. Ronald Miller, Vice Chairman
Craig Lutz, Asst Sec/Treas
William Roberts, Esq. Asst Sec/Treas
Jeff Schatz, Asst Sec/Treas

ALSO PRESENT

Terry P Sroka, Airport Manager	Edwin L. Stock, Esq., Solicitor
Louise B. Grim, Recording Secretary	Bryan Oscarson, AECOM, Inc
Peter Woods, Millennium Aviation	Brian Potts, Bern Twp Manager
Thomas Willson	

The September 8, 2009 meeting of the Reading Regional Airport Authority was held in the Administration Office of the Reading Regional Airport. Mr. Setley, Chairman, called the meeting to order at 8:15 a.m.

Dr. Miller circulated a copy of a Reading Regional Airport Approach Plate (see attached). A new navigational aid was created on August 21st. The name of the way-point is SROKA. It was named after Mr. Sroka's father, Stanley Sroka who worked for the airport 35 years and also cleaned the control tower. Paul Bendigo, an Air Traffic Control Supervisor suggested the name to the FAA. He thought it was a great tribute to Stanley Sroka.

The minutes from the August 11, 2009 Airport Authority meeting were approved as circulated.

There were no public comments at this time.

TREASURER'S REPORT

Dr. Miller moved and Mr. Roberts seconded the motion to approve Resolution No. 2009-13 approving payment of disbursements for August, 2009. The Board unanimously approved the motion.

The Accounts Receivable Aging Analysis dated August 30, 2009 was reviewed by the Board. Mr. Setley noted Reading Jet Center's sizable delinquency. Ms. Grim replied that unbeknownst to her they were now requiring invoices for payment and not just a statement listing their charges. She sent them copies of invoices and is waiting for payment.

SOLICITOR'S REPORT

Mr. Stock said that in November, 2007 the Federal Trade Commission issued a set of regulations known as the "Red Flags Rule". The information was circulated to the Board members with their meeting packet. He will report to the Board when he has more definite information on the ruling.

FINANCE COMMITTEE

Dr. Miller moved and Mr. Schatz seconded the motion to authorize execution of the Herbein+Co., Inc Letter of Engagement pending review and approval of the Solicitor. The Letter of Engagement is to perform the FY 2009 Audit and Federal Compliance Reports. The Board unanimously approved the motion.

AIRPORT MANAGER'S REPORT

Mr. Sroka's report is attached.

He also reported the roof in the boarding concourse is leaking. The roofing material is covered by warranty. However, the labor is not. We are talking to the company to have the roof repaired.

ENGINEER'S REPORT

Mr. Oscarson's report is attached.

He also reported that the FAA's Capital Improvement Plan (CIP) is due in December. AECOM will work with Mr. Sroka in preparing the plan. Mr. Setley said the Board would like to review the CIP for the next 3 years before it is submitted to the FAA.

Mr. Setley adjourned the meeting at 8:45 a.m. to discuss personnel and real estate matters. The meeting reconvened at 9:08 a.m. Mr. Setley reported the Ms. Grim will retire at the end of the year. Mr. Setley and Mr. Schatz will assist Mr. Sroka in finding a replacement.

The next monthly meeting of the Reading Regional Airport Authority will be Tuesday, October 13, 2009 at 8:15 a.m. in the Administration Office of the Reading Regional Airport.

The meeting adjourned at 9:10 a.m.

READING REGIONAL AIRPORT AUTHORITY

RESOLUTION NO. 2009-13

WHEREAS, the Reading Regional Airport Authority has reviewed and approved the disbursements listed on the Check History Report dated August 31, 2009

NOW, THEREFORE, BE IT RESOLVED as follows:

RESOLVED that check numbers 984, 985, 37800 through 37832 and 38778 through 38799 and payment transfers for bank fees and sales tax in the amount of \$248.87 are hereby approved for payment.

KRDG/RDG **READING REGL/SPAATZ**

21 AUG 09

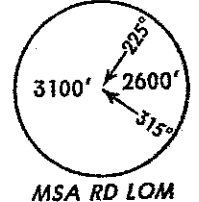
(11-2)

Eff 27 Aug

ILS or LOC Rwy 36

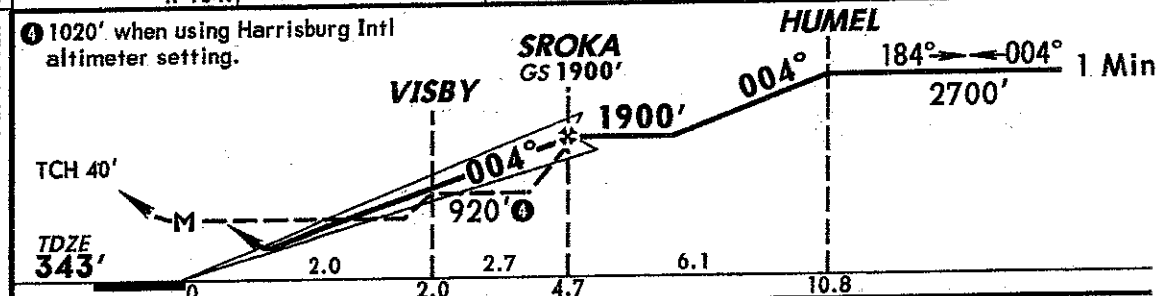
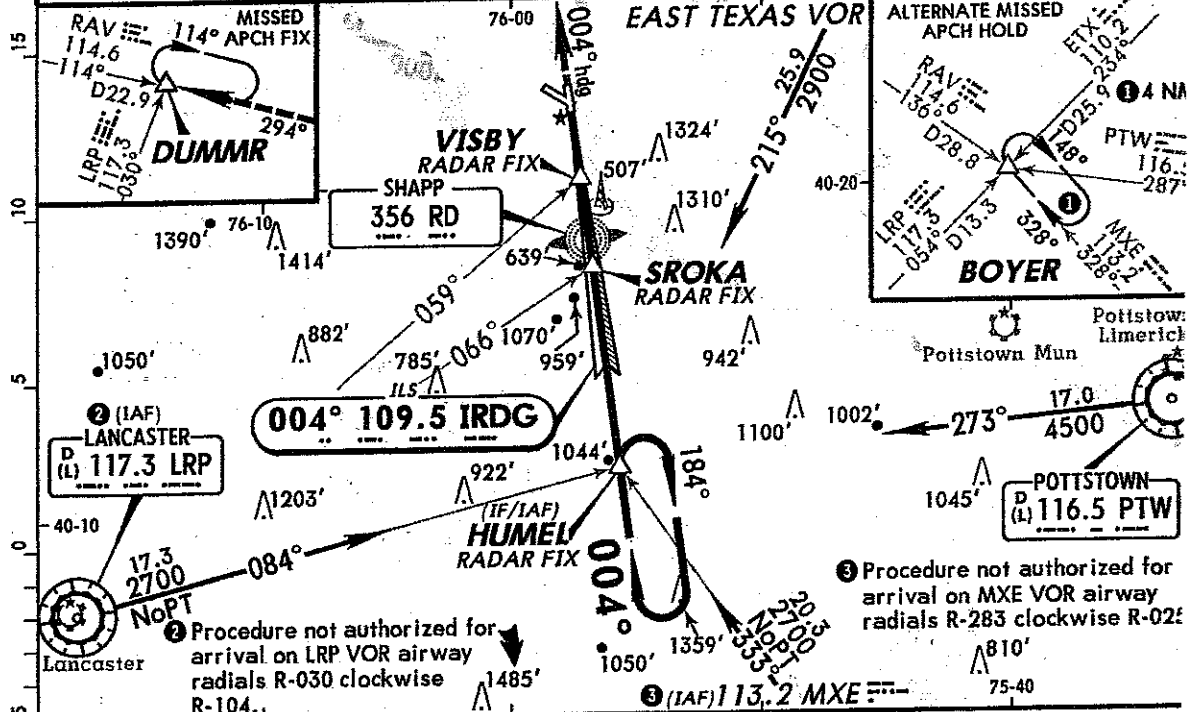
ATIS (ASOS when Twr. Inop)	*READING Approach (R)	HARRISBURG Approach (R)	*READING Tower	*Ground
127.1	125.15	124.1 when Reading App Inop.	CTAF 119.9	121.9

LOC IRDG	Final Apch Crs	GS SROKA	ILS DA(H) (CONDITIONAL)	Apt Elev 344'
109.5	004°	1900' (1557')	593' (250')	TDZE 343'



MISSED APCH: Climb to 3000' via 004° heading and inbound via RAV VOR R-114 to DUMMR INT and hold, continue climb-in-hold to 3000'.

Alt Set: INCHES Trans level: FL 180 Trans alt: 18000'
1. Use local altimeter setting; if not received, use Harrisburg Intl altimeter setting.
2. Straight-in minimums not authorized at night. 3. Visibility reduction by helicopters not authorized. 4. Pilot controlled lighting 119.9.



Gnd speed-Kts	70	90	100	120	140	160	MALSF	3000'	004°	RAV
GS	3.00°	377	484	538	646	753	861	↑	hdg	DUMMR
SROKA to MAP	4.7	4:02	3:08	2:49	2:21	2:01	1:46			R-114

STRAIGHT-IN LANDING RWY 36				CIRCLE-TO-LAND	
With Local Altimeter Setting				With Local Altimeter Setting	
Day		Night			
ILS		LOC (GS out)			
DA(H) 593' (250')		MDA(H) 820' (477')		Max Kts	
FULL		ALS out		MDA(H)	
A	1		1		90
B	1		1 1/4		120
C	1		1 1/2		140
D	1		1 1/2		165
With Harrisburg Intl Altimeter Setting				With Harrisburg Intl Altimeter Setting	
Day		Night			
ILS		LOC (GS out)			
DA(H) 686' (343')		MDA(H) 920' (577')		Max Kts	
FULL		ALS out		MDA(H)	
A	1		1		90
B	1		1 1/4		120

Manager's Report
September 8, 2009

Rwy 31 EMAS grant was submitted August 14th and approved in time to receive the discount from Esco for the purchase of the EMAS blocks. The cost of the blocks is \$2,923,830.00 allowing a savings of \$119,070.00.

A pre-construction meeting for the EMAS project was conducted on September 2nd. FAA issued their concurrence 9/4 to award Boland's Excavating for the installation.

On September 2nd we held an Airport Operations meeting to discuss Rwy 13/31 closures during the RSA projects. We anticipate about a 4 day closure at the start of the EMAS installation followed by night time closures from 8:00 pm until 5:00 am daily to completed both the EMAS and Rwy 13 RSA projects

I attended a meeting with the Berks County Cooperative Purchasing Council to discuss a natural gas co-op. On September 1st the electricity bids were rejected by BCCPC.

The week of September 28th we will be hosting the Bureau of Aviation as they conduct annual planning session for airport in our region. I will be meeting with BOA on Sept 29th to review our ACIP and up coming projects for RDG.

On Sept 15th Boscov's Travel will hold their Disney Charter kisk-off meeting in the terminal boarding area for next season.

We will be holding a meeting today with Bern Township and our Engineer and contractor to discuss the Van Reed Road closure and detours anticipated for the week of September 28th. Bern Township has allowed us to close the road for a two week period to accommodate the new road tie-in.

MEMORANDUM

TO: Terry Sroka, Airport Manager

FROM: Bryan Oscarson, Project Manager

DATE: September 1, 2009

RE: Reading Regional Airport
Engineer's Report for August 2009

CONTRACT SUMMARY

<u>Task</u>	<u>Description</u>	<u>Status</u>
Task 1:	Airport Capital Improvements Plan	Complete
Task 2:	RW 18 RSA Improvements-Final Design	97%
Task 3:	Hangar 501 Demolition-Section 106 Consultation	Complete
Task 4:	Ad Hoc Services	Active
Task 5:	RW 13-31 Safety Area Feasibility Study	Complete
Task 6:	RW 18 RSA Improvements-Construction Phase Services	99%
Task 7:	RW 13 RSA Improvements-EA/Eng/Design	98%
Task 8:	Hangar 501 Demolition-Construction Inspection	99%
Task 9:	RW 13 RSA Improvements-Construction Phase Services	60%
Task 10:	Rehabilitation Runway 18-36 Pavement – Design	15%
Task 11:	Runway 31 EMAS Design	98%
Task 12:	Runway 31 EMAS Construction Phase Services	2%

MONTHLY REPORT FOR OPEN/ACTIVE TASKS

Task 2: Runway 18 RSA Improvements - Final Engineering/Design

- Work in Progress (August)
 - None
- Next Steps (September)
 - Provide documentation to vacate/dedicate Leisch's Bridge Road.
 - Obtain Final Land Development Plan approval from Bern Township and record the plans.
 - Close-out Task 2

- Issues/Actions Being Taken
 - None

Task 4: Ad Hoc Services

- Work in Progress (August)
 - PennDOT Land Acquisition. Coordinated with the Airport and FAA.
 - BCIDA Land Acquisition. Coordinated with the Airport and FAA. Revise the Airport Layout Plan ("pen & ink" change) and submit revision to the FAA accompanied by a Form 7460 for airspace evaluation.
- Next Steps (September)
 - Review/revise the Airport Capital Improvement Plan (ACIP) for meetings with FAA and PennDOT in the Fall.
 - Attend ACIP Meetings with FAA and PennDOT
 - Complete annual FAA DBE Goal Estimate
- Issues/Actions Being Taken
 - None

Task 6: Runway 18 RSA Improvements - Construction Phase Services

- Work in Progress (August)
 - Contractor performing site work (clean-up/punch-list items)
 - As-built plans sent to Bern Township for review
- Next Steps (September)
 - Contractor to complete site work (clean-up/punch-list items)
 - Final walk through with Bern Township
 - Construction Close-out
- Issues/Actions Being Taken
 - Site improvements are being undertaken "at-risk" until we have final land development plan approval and the plans are recorded with Bern Township.

Task 7: Runway 13-31 Safety Area Improvements (E/A & Design)

- Work in Progress (August)
 - None
- Next Steps (September)
 - None
- Issues/Actions Being Taken
 - None.

Task 8: Hangar 501 Demolition - Construction Inspection

- Work in Progress (August)
 - Close-out Task 8 administrative items
- Next Steps (September)

- Complete close-out Task 8 administrative items
- Issues/Actions Being Taken
 - None

Task 9: Runway 13 RSA Improvements - Construction Phase Services

- Work in Progress (August)
 - Responded to Contractor Requests for Information
 - Reviewed contractor submittals
 - Installed Erosion & Sedimentation Control measures (100% Complete)
 - Topsoil stripped and stockpiled (100% Complete)
 - Sedimentation Basin construction (90% Complete)
 - Placed infiltration soil in basin (70% Complete)
 - Site Excavation (65% Complete)
 - Installed stormwater management system (90% Complete)
 - Installed road sub-base course (90% Complete)
- Next Steps (September)
 - Review contractor submittals
 - Infiltration Basin construction
 - Import and place foreign borrow material (i.e. fill)
 - Complete stormwater management system
 - Continue site excavation
 - Pave Van Reed Road
 - Close Van Reed Road for two weeks to complete paving
- Issues/Actions Being Taken
 - The Contractor submitted a delay claim in the amount of \$366,662 due to the Stop Work Order.
 - The claim is being rejected as unreasonable. The Contractor will likely resubmit. AECOM is preparing a more realistic estimate of delay damages based on current Blue Book values. No meeting has been scheduled yet.
 - Site improvements are being undertaken "at-risk" until we have final land development plan approval and the plans are recorded with Bern Township.
 - Action: Bern Township engineer attends construction meetings and inspects the project site on a regular basis to ensure compliance with the approved plans.

Task 10: Rehabilitation Runway 18-36 Pavement (Design)

- Work in Progress (August)
 - Geotechnical report reviewed
- Next Steps (September)
 - None